PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP# 65   TITLE: Modification of OAMP Websites

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Anthony Revenis, Contracting Officer

Phone: 301-402-3073   Fax: 301-435-6101
Proposal Address: Billing Address:
Office of Acquisition Management   Accounts Payable, OFM, NIH
     And Policy   Bldg 31, Room B1B39
6011 Executive Blvd.   Bethesda, MD 20892-2045
Suite 529S
Rockville, MD 20852

B. PROPOSED PERIOD OF PERFORMANCE: Seven Months from Award Date.

C. PRICING METHOD: Time and Materials

It is estimated that this task will require approximately 426 hours of effort.

Currently available funding is limited to $30,000. If, in the opinion of your firm, this is more than enough, please provide your best estimate of the effort and amount required to complete this task. If this is not a sufficient amount, please specify how to best spend available funds, which tasks will remain undone, and the additional amounts necessary to complete the requirement.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to me by e-mail. Please enter in the subject line the following text, "RFTOP#65– Proposal from (insert your firm name)." A signed task order form may be scanned and submitted electronically or submitted later by FAX.

E. RESPONSE DUE DATE: Monday July 8th at 11:00 AM (local NIH time).

F. TASK DESCRIPTION:

<u>NOTICE THIS IS A SMALL BUSINESS SET ASIDE!</u>

1. Introduction

 The Office of Acquisition Management and Policy (OAMP) provides leadership, advice, oversight and direction for all NIH acquisition activities through its financial advisory services, acquisition policy and procedure development and implementation, contract information system (DCIS) and contractor past performance system, contracting staff/project officer training program, and advice and technical assistance in the area of small and disadvantaged business utilization. The Director of OAMP is the Head of the Contracting Activity (HCA), who is responsible for assuring the effectiveness, efficiency, and integrity of all NIH acquisition

activities, advising the NIH Director in acquisition matters. OAMP consists of auditors, procurement analysts, program analysts, small business specialists and support staff working as a team with the Office of Administration and its customers to develop an acquisition program that supports NIH as the leader in biomedical and behavioral research. Specific activities encompass the following:

A. Planning, developing, and/or implementing Federal, HHS, and NIH-wide acquisition policies and procedures (Division of Acquisition Policy and Evaluation (DAPE));

B. Evaluating NIH contracting and simplified acquisition operations to ensure compliance with applicable acquisition laws and regulations (DAPE);

C. Negotiating indirect cost rates with commercial companies (Division of Financial Advisory Services (DFAS)), providing cost/price analysis services, resolving audit findings and providing financial advice to NIH grants and contracts offices;

D. Managing the NIH Small Business Program (Small Business Office (SBO)); Small Business Specialists are principal advisors to the agency for all small business matters and are responsible for planning and directing an operational program designed to increase participation of small, disadvantaged, woman owned, veteran owned, service-disabled veteran and Historically Underutilized Business Zone (HUBZone) small business concerns. A separate Website is maintained by this office and includes a site (e-Portals in Commerce (e-PIC)) for vendors to register and showcase their businesses.

E. Collecting, analyzing and disseminating key information on NIH acquisition actions Contract Data Management Program (CDMP);

F. Coordinating acquisition streamlining and automation efforts in response to Federal acquisition reform initiatives (DAPE);

G. Serving as the NIH Protest Control Officer (DAPE); and

H. Directing the NIH acquisition training and certification activities of the Acquisition Training and Certification Program (ATCP).

2. Purpose of WebsiteThe OAMP Website is posted at http://ocm.od.nih.gov/. The purpose of the OAMP Website is to provide easy access to information on all aspects of acquisition and the Small Business Program at the NIH. This information includes policy as it becomes available, financial information necessary in the drafting of business proposals, a guide for creating streamlined RFPs for the web and links to all acquisition opportunities at NIH and other publications, (i.e., FACT sheets on Small Business program related matters). This site also provides a forum for web conferencing, which enables the posting of issues that need comment or discussion. Information on training for the 1102 job series is disseminated as is certain contract data distributed through the CDMP.

3. Tasks:

The contractor shall:

3.01 Recommend what changes are needed to enhance appearance, functionality in a manner that is consistent with that of the overall NIH Website and still remain compliant with Section 508 of the Americans with Disabilities Act. These recommendations are to be presented to OAMP management in a briefing not later than 3 months after contract award.

3.02 The Government will approve the redesign (whether as proposed or with modifications) within two weeks.

3.03   Create workable "front ends" for database access for Web pages for DAPE, DFAS, and Small Business. Several databases are maintained by DAPE that require restricted access and the capability to be updated easily. DFAS requires interactive pages where information can be submitted, parsed into a database; and, where appropriate, automated responses provided.

3.04   Create a Training registration capability with automated response that a person has been registered for a specific training session for DFAS. This system is to provide capabilities for NIH contract and grant officials to search past DFAS assignment listings.

3.05   Create a comprehensive site map.

3.06   Provide a Web interface with the NIH Data Warehouse using masks allowing for real-time retrieval of active contracts list.

3.07   Provide information concerning ongoing maintenance once the pages have been developed or revamped. Address what components in terms of content could be managed in-house. Design site(s) so as to allow for easy in-house maintenance.

3.08   Revise the OAMP web pages in accordance with the new format and post not more than 100 new pages of material developed by OAMP staff.

The site and associated pages will be the property of the US Government.

G. EVALUATION FACTORS

Technical/Management Approach (60 pts)

Offerors are to provide a written proposal demonstrating an understanding of the requirements. The proposed approach will be considered under this criterion, as will the relevant experience and skills of the individuals proposed to perform the work.

Corporate Experience/Past performance (40 pts)

Offerors are to provide quarter page descriptions of at least four projects demonstrating the contractor's ability to execute the proposed technical approach. Contractor performance assessments will also be considered under this criterion.

Price will be an important factor in making this award, roughly equal in importance to technical merit.

TO # NICS-65   **CONTRACT #263-01-D-0_____**
PART II - CONTRACTOR'S REPLY: TITLE: Modification of OAMP Websites

Contractor:
Points of Contact:
Phone-   Fax-
Address:

TOTAL ESTIMATED COST: Pricing Method: T&M
TOTAL ESTIMATED NUMBER OF HOURS:
PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____
                                         Signature   Date

_____

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____
    (ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: _____
        FAX #   Signature - Project Officer   Date

APPROVED:_____ _____
        FAX #   Signature - Contracting Officer   Date
    _____

NLM APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED:_____
        Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator   Date